



State of Rhode Island

Division of Taxation

One Capitol Hill STE 36

Providence, RI 02908-5829

FOR OFFICE USE ONLY

PERMIT # _____

BUSINESS APPLICATION and REGISTRATION

Fees and Instructions

Sales permit is renewable yearly

	Yes	No	if YES Include Fee of:	AND Complete Sections:	Additional Information
Do you have employees <u>working</u> in RI?	<input type="checkbox"/>	<input type="checkbox"/>	None	A B C D E	
Do you lease employees in RI?	<input type="checkbox"/>	<input type="checkbox"/>	None	A B C D E	
Do you make sales at retail?	<input type="checkbox"/>	<input type="checkbox"/>	\$10.00	A B E	
(A separate permit & fee is required for each location.)					
Sales Tax liability greater than \$200 per mo.?	<input type="checkbox"/>	<input type="checkbox"/>	None	If unknown, check NO.	

Will you be selling:

Gasoline-	<input type="checkbox"/>	<input type="checkbox"/>	\$5.00	_____	Fee is for filling station license.
Beverages or food-	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00	_____	Fee is for litter permit.
Liquor-	<input type="checkbox"/>	<input type="checkbox"/>	None	_____	License from city or town is required.
Cigarettes-	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00	_____	Each cigarette vending machine requires a separate license and fee.
Motor Vehicles-	<input type="checkbox"/>	<input type="checkbox"/>	None	_____	If yes, MV Dealer license # _____(required).
Motor Vehicles leasing-	<input type="checkbox"/>	<input type="checkbox"/>	None	_____	If yes, MV Lease license # _____(required).
Rental of rooms-	<input type="checkbox"/>	<input type="checkbox"/>	None	_____	# of rooms _____(3 or more rooms requires the filing of a monthly hotel tax return).
Other-	<input type="checkbox"/>	<input type="checkbox"/>	None	_____	Product? _____
Total Fees enclosed			_____		

Date business will commence in this state? _____ Seasonal operation? _____ Is application for a temporary event? _____
(months opened)
The following codes can be found on INSTRUCTION SHEET 1. Date(s) of event? _____
Location Code # _____ Business Code # _____

Section A: Type or Print Name, Mailing Address and Tax Identification Number

TYPE OF ENTITY: <input type="checkbox"/> SOLE OWNER <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> OTHER Please specify: _____			
Name (Employer, Business, Corporation or Owner)		RI Employment Registration #(if assigned)	Business Phone #
Business name (if different from above)		Federal Employer Ident. #(if assigned)	Sales Tax Permit #(if assigned)
Mailing Address City, Town, Village or Post Office (include apt. office or unit#, if any)		State	Zip-Code
			State and Date of Incorporation
Actual Rhode Island Location Address City, Town, or Village (include apt. office or unit #, if any) CANNOT ACCEPT PO BOX #		State	Zip Code
			Is any other license or permit required?
IF MORE THAN (1) LOCATION, PLEASE COMPLETE PART 2 ON THE BACK OF THIS FORM		Name & Sales Permit # of former owner (if not applicable write N/A)	

Provide a name, address and telephone number of person(s) in charge of Sales and Payroll Records.

Name	Street	City	State	Zip Code	Telephone number
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Section B: Type or Print Name, Social Security Number, Home Address, Title of Owner, each Partner, or each Corporate Officer

Name	Social Security #	Title	Telephone Number
Street Address	City or Town	State	Zip Code
Name	Social Security #	Title	Telephone Number
Street Address	City or Town	State	Zip Code
Name	Social Security #	Title	Telephone Number
Street Address	City or Town	State	Zip Code

Section C: Payroll Information				
Amount of RI withholding taxes you expect to withhold from employees each month.				
\$24,000 or more	<div><div></div><div></div><div></div><div></div></div>	Filing Status will be	Number of employees	
\$600 or more but less than \$24,000		Daily		
\$50 or more but less than \$600		Quarter-Monthly	First date wages paid in RI	
Less than \$50.00		Monthly		
		Quarterly	Are you -	Non-Profit Religious IRS Code 501-C-3
If the business or its assets were acquired, please enter the date of acquisition, name, address and, if known, RI Employment Registration number of the former owner.				
Date of Acquisition		RI Employment Registration #		
Name of former owner		Trade Name		
Street Address		City	State	Zip Code
What percentage (%) of the business have you acquired? %				
If you are a sole owner or partnership that is incorporating, state the name and address of the former business.				
Name		Address		
Section D Industry Description				
D-1: Detailed information about your business is required in order to assign the correct industrial classification. In the space below describe your most important business activities, goods, products or services in Rhode Island as though you were telling a prospective employee what you do. Please provide the approximate percentage of sales or revenues resulting from each product or service. The total of percentages should equal 100%. If you have any questions regarding this section, please refer to Instruction Sheet 2 or call the Rhode Island Department of Labor & Training's Labor Market Information unit at (401) 462-8760 for assistance.				
				%
				%
				%
				%
				%
				%
D-2 Establishment Locations: If you operate your business at more than one location in Rhode Island, please list the street address, city and zip code for each RI location and the approximate employment for each location. If the business activities of any establishment differ from the above, please tell us the products or services of differing location.				
Street	Town	Zip Code	Employees	Activity
Section E: Certification and Signature (Must be signed)				
The undersigned certifies that the information given on this form is true and correct to the best of his or her knowledge and belief.				
Date	Signature(s) of Applicant(s)		Print Name and Title	

INSTRUCTION SHEET 1

Sales Tax and Litter Permits must be renewed annually.

LOCATION CODES FOR RHODE ISLAND CITIES AND TOWNS

BARRINGTON	01	CUMBERLAND	08	JAMESTOWN	15	NEW SHOREHAM	22	RICHMOND	29	WESTERLY	36
BRISTOL	02	EAST GREENWICH	09	JOHNSTON	16	NORTH KINGSTOWN	23	SCITUATE	30	WEST GREENWICH	37
BURRILLVILLE	03	EAST PROVIDENCE	10	LINCOLN	17	NORTH PROVIDENCE	24	SMITHFIELD	31	WEST WARWICK	38
CENTRAL FALLS	04	EXETER	11	LITTLE COMPTON	18	NORTH SMITHFIELD	25	SOUTH KINGSTOWN	32	WOONSOCKET	39
CHARLESTOWN	05	FOSTER	12	MIDDLETOWN	19	PAWTUCKET	26	TIVERTON	33	OUT OF STATE	40
COVENTRY	06	GLOCESTER	13	NARRAGANSETT	20	PORTSMOUTH	27	WARREN	34		
CRANSTON	07	HOPKINTON	14	NEWPORT	21	PROVIDENCE	28	WARWICK	35		

BUSINESS CODES FOR PRINCIPAL BUSINESS ACTIVITY

These authority titles and definitions are based, in general, on the Standard Industrial Classification System authorized by Regulatory and Statistical Analysis Division, Office of Information and Regulatory Affairs, Office of Management and Budget, to classify enterprises by type of activity in which they are engaged. Using the list below, enter on the Application Form, the code number of the specific industry group from which the largest percentage of "total receipts" is derived. "Total receipts" means gross receipts plus all other income.

CODE

Construction

0018	Operative builders(for own account)
	GENERAL CONTRACTORS
0034	Residential building
0059	Nonresidential building
0075	Highway and street construction
3889	Other heavy construction (pipe laying, bridge construction, etc.) Building trade contractors, including repairs
0232	Plumbing, heating, air conditioning
0257	Painting and paper hanging
0273	Electrical work
0299	Masonry, dry wall, stone, tile
0414	Carpentering and flooring
0430	Roofing, siding, and sheet metal
0455	Concrete work
0885	Other building trade contractors (excavation, glazing, etc.)

Manufacturing, including

Printing and publishing

0638	Food products and beverages
0653	Textile mill products
0679	Apparel and other textile products
0695	Leather, footwear, handbags, etc.
0810	Furniture and fixtures
0836	Lumber and other wood products
0851	Printing and publishing
0877	Paper and allied products
1032	Stone, clay, and glass products
1057	Primary metal industries
1073	Fabricated metal products
1099	Machinery and machine shops
1115	Electric and electronic equipment
1883	Other manufacturing industries

Mining and Mineral Extraction

1511	Metal mining
1537	Coal mining
1552	Oil and gas
1719	Quarrying and nonmetallic mining

Agricultural Services, Forestry,

Fishing

1933	Crop services
1958	Veterinary services, including pets
1974	Livestock breeding
1990	Other animal services
2113	Farm labor and management services
2212	Horticulture and landscaping
2238	Forestry, except logging
0836	Logging
2246	Commercial lighting
2469	Hunting and trapping

Wholesale Trade - Selling Goods to Other Business, Etc.

	Durable goods, including machinery, equipment, wood, metals, etc.
2618	Selling for your own account
2634	Agent or broker for other firms - more than 50% of gross sales commission
	Nondurable goods, including food, fiber, chemicals, etc.

Retail Trade - Selling Goods to Individuals and Households

3012	Selling door-to-door, by telephone or party plan, or from mobile unit
3038	Catalog or mail order
3053	Vending machine selling

Selling from Showroom, Store, or other Fixed Location

	Food, beverages, and drugs
3079	Eating places (meals or snacks)
3086	Catering services
3095	Drinking places (alcoholic beverages)
3210	Grocery stores (general line)
0612	Bakeries selling at retail
3236	Other food stores (meat, produce, candy, etc.)
3251	Liquor stores
3277	Drug stores

Automotive and service stations

3319	New car dealers (franchised)
3335	Used car dealers
3517	Other automotive dealers (motorcycles, recreational vehicles, etc.)
3533	Tires, accessories, and parts
3558	Gasoline service stations
	General merchandise, apparel, and furniture
3715	Variety stores
3731	Other general merchandise stores
3756	Shoe stores
3772	Men's and boys' clothing stores
3913	Women's ready-to-wear stores
3921	Women's accessory and specialty stores and furriers
3939	Family clothing stores
3954	Other apparel and accessory stores
3970	Furniture stores
3996	TV, audio, and electronics
3988	Computer and software stores
4119	Household appliance stores
4317	Other home furnishing stores (china, floor coverings, etc.)
4333	Music and record stores

Building, hardware, and garden supply

4416	Building materials dealers
4432	Paint, glass, and wallpaper stores
4457	Hardware stores
4473	Nurseries and garden supply stores
	Other retail stores
4614	Used merchandise and antique stores (except motor vehicle parts)
4630	Gift, novelty, and souvenir shops
4655	Florists
4671	Jewelry stores

4697	Sporting goods and bicycle shops
4812	Boat dealers
4838	Hobby, toy, and game shops
4853	Camera and photo supply stores
4879	Optical goods stores
4895	Luggage and leather goods stores
5017	Book stores, including newsstands
5033	Stationary stores
5058	Fabric and needlework stores

Finance, Insurance, Real Estate, and Related Services

5520	Real estate agents or brokers
5579	Real estate property managers
5710	Subdividers and builders, except cemeteries
5538	Operators and lessors of buildings, including residential
5553	Operators and lessors or other real property
5702	Insurance agents or brokers
5744	Other insurance services
6064	Security brokers and dealers
6080	Commodity contracts brokers and dealers, and security and commodity exchanges
6130	Investment advisors and services
6148	Credit institutions and mortgage bankers
6155	Title abstract offices
5777	Other finance and real estate

Transportation, Communications, Public Utilities, and Related Services

6114	Taxicabs
6321	Bus and limousine transportation
6361	Other highway passenger transportation
6338	Trucking (except trash collection)
6395	Courier or package delivery services
6510	Trash collection without own dump
6536	Public warehousing
6551	Water transportation
6619	Air transportation
6635	Travel agents and tour operators
6650	Other transportation services
6676	Communication services
6692	Utilities including dumps, snowplowing, road clearing, etc.

Services (Personal, Professional, and Business Services

Hotels and other lodging places

7096	Hotels, motels, and tourist homes
7211	Rooming and boarding houses
7237	Camps and camping parks
	Laundry and cleaning services
7419	Coin-operated laundries and dry cleaning
7435	Other laundry, dry cleaning, and garment services
7450	Carpet and upholstery cleaning
7476	Janitorial and related services (building, house, and window cleaning)

Business and/or personal services

7617	Legal services (or lawyer)
7633	Income tax preparation
7658	Accounting and bookkeeping
7518	Engineering services
7682	Architectural services
7708	Surveying services
7245	Management services
7260	Public relations
7286	Consulting services
7716	Advertising, except direct mail
2675	Agent or broker for other firms - more

7732	Employment agencies and personnel supply
7799	Consumer credit reporting and collection services
7856	Mailing, reproduction, commercial arts and photography, and stenographic services
7872	Computer programming, processing, data preparation, and related services
7922	Computer repair, maintenance, and leasing
7773	Equipment rental and leasing (except computer or automotive)
7914	Investigative and protective services
7880	Other business services
	Personal services
8110	Beauty shops (or beautician)
8318	Barber shop (or barber)
8334	Photographic portrait studios
8532	Funeral services and crematories
8714	Child day care
8730	Teaching or tutoring
8755	Counseling (except health practitioners)
8771	Ministers and chaplains
6882	Other personal services
	Automotive services
8813	Automotive rental or leasing, without driver
8839	Parking, except valet
8953	Automotive repairs, general and specialized
8896	Other automotive services (wash, towing, etc.)
	Miscellaneous repair, except computers
9019	TV and audio equipment repair
9035	Other electrical equipment repair
9050	Reupholstery and furniture repair
2881	Other equipment repair
	Medical and health services
9217	Offices and clinics of medical doctors (MOs)
9233	Offices and clinics of dentists
9258	Osteopathic physicians and surgeons
9241	Podiatrists
9274	Chiropractors
9290	Optometrists
9415	Registered
9431	Other health practitioners
9456	Medical and dental laboratories
9472	Nursing and personal care facilities
9886	Other health services
	Amusement and recreational services
8557	Physical fitness facilities
9597	Motion picture and video production
9688	Motion picture and tape distribution and allied services
9613	Videotape rental
9639	Motion picture theaters
9670	Bowling centers
9696	Professional sports and racing, including promoters and managers
9811	Theatrical performers, musicians, agents, producers, and related services
9837	Other amusement and recreational services
8888	Unable to classify

2659	Selling for your own account	5074	Mobile home dealers	than 50% of gross sales on commission
5884	Other retail stores	5090	Fuel dealers (except gasoline)	

Instruction Sheet 2

Instructions for Section D - Industry Description on the Business Application and Registration Form:

For advice on Section D you may call the Labor Market Information office at (401) 462 - 8760.

D-1 Activities: Please read the headings below and find a category that fits your business. Follow the instructions for that industry group and list your worksite's specific products & services. Use a separate line for each.

RETAIL TRADE: tell us the types of goods sold and the style of selling (for example: women's wear accessories, warehouse club; gift, novelty & souvenir shop; discount department store, baked goods store, retail bakery, garden power tools, plant nursery, used car lot, candy vending machines, mail order catalog, on-line auction,...).

WHOLESALE TRADE: Are you an agent or a dealer with stock at the RI establishment? What goods? New or used? If you are a "manufacturers' representative", list all the typical products that you represent.

FINANCE & INSURANCE: be specific: e.g. securities market maker, venture capital, portfolio manager, mutual fund sales, mortgage banker, mortgage broker, independent life agent, casualty underwriter, reinsurance....

CONSTRUCTION: specify the types of structures (e.g. apartment, industrial, store, hotel or office buildings; bridges, single-family houses, roads, etc...) for which you have primary responsibility. For special trades specify the trade or specialty and whether you work more at residential buildings or non-residential structures (e.g. factory plumbing, commercial heating/air conditioning, residential finish carpentry, res. concrete forms, res. drywall, etc...).

MANUFACTURING: specify the products produced, type of facility, and principal processes used. List the principal materials used and if bought from other companies, sent from other units of your business, or made at this site.

REAL ESTATE: be specific: (eg. realtor (agent), land developer (subdivider), apartment managers, lessor of offices). Operators of residential buildings specify number of units and whether you own the property or operate it for others.

RESTAURANTS: specify: full (table) service restaurant, limited (counter) service restaurant, donut shop, snack bar, banquet hall, cafeteria, food service contract operator, caterer, dinner theater, bar, or nightclub.

TRANSPORTATION and/or **WAREHOUSING:** activities, specify separately transportation modes (e.g. scheduled airline, courier, LTL trucking, specialized trucking...) and area of service (e.g. long-haul, coastal, international,...). For related services, tell us what type (e.g. refrigerated warehouse, shipping agent, tour guides, sport-fishing charter...).

UTILITY or **SANITATION SERVICE:** activities, specify separately each type of service (e.g. electrical generation, wholesale electric power reseller, natural gas pipeline, gas distribution, water supply, refuse systems, etc...).

COMMUNICATIONS: specify each type of service (e.g. local, long distance or data telephone service; radio broadcasting, cable TV service, leasing & reselling long distance telephone service, cell-phone services, etc...).

AGRICULTURAL or **FISHING:** activities, specify separately the types of crop grown, crop services, livestock raised, horticultural specialty, fish caught, or forestry work. For example: apples, dairy cows, shellfish aquaculture,....

PRIVATE HOUSEHOLD: employing a cook, nanny or other domestic servant, you may write "domestic help."

SERVICES: (including Administrative Support, Health, Education, Professions, etc...) specify the types of services your business performs. Describe the distinctive features of the services. (e.g. marketing consultant, environmental consultant, residential property management, psychiatry, one-hour photofinishing, tanning salon, massage therapy, printing broker, transmission repair, payroll office, home health equipment rental, assisted living facility...).

GOVERNMENT: Indicate State or Local government. Specify activities: legislative, judicial, school, etc...